

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
Emergency Outreach Bureau (EOB) - Disaster Services Unit**

VACANCY ANNOUNCEMENT

Intermediate Typist Clerk



We are looking for an experienced Intermediate Typist Clerk to join the EOB-Disaster Services Unit (DSU). We are seeking a highly-motivated, organized and competent individual to fill the full-time position of Intermediate Typist Clerk.

EOB-DSU is located on the 10th floor of Headquarters (550 S. Vermont Ave., Los Angeles). The Unit prepares the department for emergencies/disasters within the county, through planning, training and exercises. In addition, the Unit also coordinates disaster outreach before and after a disaster to the community.

Desirable qualifications include:

- Ability to work independently and as a team player
- Strong interpersonal skills with the ability to work effectively with management, technical staff, County departments, government and community agencies
- Ability to represent the Unit at disaster fairs and events
- Knowledge of the Department's Policies and Procedures
- Highly organized and excellent communication skills
- Proficient in Microsoft Word, Excel, and Outlook.
- Excellent customer service skills
- Excellent writing, filing and typing skills.
- Ability to work on multiple projects and assignments at the same time, meet critical deadlines, and ensure quality work products that are thorough and complete

Examples of Duties:

- Processes time-keeping documents (i.e. ROTO's, Timecard Adjustments, etc.)
- Checks documents for completeness, accuracy, proper format, and compliance with section standards and other requirements
- Prepares for and attends disaster fairs/events
- Reserves conference rooms for meetings
- Scans and files documents
- Operates office equipment such as printers, scanners, fax machines, and projectors

- Processes Special Requests and Travel/Training Requests
- Creates and updates Microsoft Excel spreadsheets, Word Documents, and PowerPoint presentations
- Prepare inter-office notices, letters, bulletins, and memoranda
- Takes notes during meetings
- Inventory equipment and supplies

Interested Individuals currently holding the title of ITC are encouraged to fax or email their resume, last 2 performance evaluations and 2 years of the master time card to:

Rakdy Khlok
Department Emergency Coordinator
550 S. Vermont Ave., 10th Floor
Los Angeles, CA 90020
Fax: (213) 427-6162
rkhlok@dmh.lacounty.gov

Recruitment will continue until vacancy is filled

Resumes will be reviewed and **only** the most qualified candidates will be called for an interview.